

**ABERDEEN PARKS, RECREATION AND
FORESTRY DEPARTMENT**

2018 Summer Job Notices

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Summer Job Notices

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Application and job descriptions can be found at website www.aberdeen.sd.us or by stopping at the Parks and Recreation office at 225 3rd Avenue SE.

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Application Deadline: Friday, March 16, 2018

Position: Park Maintenance Workers (Summer) (Wylie Park and Parks Division)

Definition of Class:

Under supervision of the Park Superintendent, Park Foreman, Wylie Park Manager and full-time park personnel. Responsible for assisting park workers in the maintenance of park areas.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Must be 18 years of age. Some weekend work is required.

Example of Duties:

Mowing and trimming of park areas.

Assisting park workers in the construction of park facilities.

Assisting in the general upkeep of park areas.

Salary: \$10.00 per hour, 40 hours per week, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$11.00.

Position: Parks – Park Maintenance Supervisor (Landscape Crew Leader, Ballfield Crew Leader)

Definition of Class:

Under the supervision of the Park Superintendent, Park Foreman and full time park employees. Responsible for assisting park workers in the maintenance of park areas.

Desired Minimum Qualifications:

Must possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and care of park equipment. Must be 18 years of age. Some weekend work may be required.

Examples of Duties:

Assisting in general upkeep of park areas.

Supervision over other temporary employees

Assisting park workers in the construction of park facilities.

Assigning duties to other temporary employees.

Salary: \$11.00 per hour, 40 hours per week, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$13.00.

Position: Fossum Field Grounds Keeper (Temporary)

Definition of Class:

Under the direction of the Parks Superintendent, Park Foreman and full time park employees.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Must be 18 years of age. Some evening and weekend work is required. Be able to operate equipment used in maintenance of a baseball complex (operation of a manual transmission). Good knowledge of proper care and maintenance of a baseball facility. Knowledge of positive public relations. Be able to use good judgment. Be responsible and punctual.

Examples of Duties:

Mowing with self-propelled mowers.

Maintaining Fossum and Auxiliary Baseball Park.

Collecting and disposing of litter.

Trimming with push mowers and edger's.

Any manual labor necessary to accomplish a given task.

Operating equipment necessary for the job.

Other duties as may be assigned.

Salary: \$12.00 per hour, 40 hours per week, 7:00 a.m. to 3:30 p.m., Monday through Friday, with some evenings and weekends.

Position: Wylie Park Evening Supervisor

Definition of Class:

Under supervision of the Park Superintendent, Wylie Park Manager and full-time park personnel. Responsible for supervising evening activities at Wylie Park.

Desired Minimum Qualifications:

Some supervisory skills. Possess a valid driver's license. Be able to follow oral and written instructions. Be able to work well with the public. Must be 18 years of age. Some weekend work is required.

Example of Duties:

Assist public during rental of park facilities.

Register campers staying at the park and provide assistance as needed.

Assist with general upkeep of the park.

Assist other park personnel in the performance of their duties.

Salary: \$11.00 per hour, 40 hours per week, 2:30-11:00 p.m., with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$12.00.

Position: Wylie Park Concession Worker (Wylie Park Food Concession Stands, Storybook Land Train, Land of Oz Carousel, Wizard’s Balloon Ride, Roller Coaster and Paddle Boat Rentals)

Definition of Class:

Under supervision of the Park Superintendent and Wylie Park Manager. Responsible for assisting in the operation of the concession operations at Wylie Park and within Storybook Land and the Land of Oz.

Desired Minimum Qualifications:

Be able to follow oral and written orders. Count and handle money. Possess good public relation skills. Must be at least 16 years of age. Evening, weekend and holiday work required.

Example of Duties:

Meet and greet customers

Operate Storybook Land Train

Prepare food and take orders

Operate Land of Oz Carousel

Operate Land of Oz Balloon

Rent paddle boats and canoes

Handle money and make correct change

Operate Humpty Dumpty Roller Coaster

Salary: \$9.50 per hour, 10-40 hours per week. Employees shall receive a \$.25 per hour for every year of service with the Division with a maximum wage of \$10.50.

Position: Wylie Park Campground Laborer

Definition of Class:

Under supervision of the Park Superintendent, Park Foreman, Wylie Park Manager and full-time park personnel. Responsible for assisting park workers in the maintenance of campground areas.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Must be 18 years of age. Some weekend work is required.

Examples of Duties:

Mowing and trimming of campground areas.

Assisting in the general upkeep of campground areas.

General custodial duties including cleaning of restrooms, showers and cabins.

Salary: \$11.00 per hour, 40 hours per week, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$12.00.

Position: Wylie Park Rides/Campground Manager

Under the supervision of the Park Superintendent and Wylie Park Manager. Responsible for managing campground and ride operations within Wylie Park.

Minimum Qualifications: Some supervisory skills required. Possess a valid driver's license. Be able to follow oral and written instructions. Be able to establish and maintain an effective working relationship with employees and the general public. Must have some knowledge of accounting procedures in handling money. Must be 18 years of age. Some weekend and evening work may be required.

Duties: Accounting for change funds for operations. Filling out accurate deposit forms for depositing money from campground operations. Quality control for operations and workers. Will handle ordering merchandise for all campground and ride operations as well as maintaining the scheduling software.

Salary: \$12.50 per hour, seasonal part-time prior to May 1, seasonal full time after May 1. Overtime eligible.

Position: Wylie Park Food's Concession Manager

Salary: \$12.50 per hour

Under the direction of the Parks Superintendent or his designated authority. Responsible for operating and managing the Food Concession stand located at Storybook Land, Oz Land and the Aberdeen Aquatic Center. The position is over-time eligible when more than 40 hours per week are worked based on the Thursday to Wednesday work week.

Example of Duties:

- Clean and prepare concession for opening
- Place all food and paper product orders
- Check in deliveries
- Record all deliveries in inventory book
- Keep track of all inventory and place orders when necessary
- Scheduling and supervising of employees
- Train and orientate staff
- Oversee staff and all cleaning of concession and equipment
- Perform daily deposit and revenue reports
- End of season clean-up of all equipment and concession stands
- Attend off season meetings
- Make recommendations to department on different needs and products to offer

Knowledge, Skills and Abilities

- Possess a valid driver's license
- Must obtain and maintain ServSafe license with the South Dakota Department of Health
- Must be 18 years of age
- Knowledge of positive public relations
- Ability to work with general public and supervise employees
- Able to handle financial records
- Be able to use good judgement
- Be responsible and punctual
- Good knowledge of food preparation and safety
- Skill with computer and programs
- Ability to work under pressure with tact and courteously with other employees, vendors and the public.

Position: Urban Forestry Technician (Seasonal)

Definition of Class:

Under immediate supervision of the City Forester. Responsible for performing technical functions for the City Forestry Division.

Desired Minimum Qualifications:

Possess a valid driver's license. Must have the ability to communicate well with the property owners of Aberdeen. Must have a background in urban forestry and/or biology. Must possess knowledge in the aspects of tree growth in an urban setting. Must be able to identify common landscape trees. Must be 18 years of age.

Example of Duties:

Assist homeowners in controlling insects or diseases damaging their trees or shrubs.

Provide homeowners with technical assistance concerning tree planting, pruning and proper arboricultural practices.

Assist with insect and disease control clinics.

Review landscape plans and approve final landscape sites.

Communicate with the IPM tree scouts and aide them with insect and disease identification.

Salary: \$11.00 per hour

Position: Urban Forestry Workers (Seasonal)

Definition of Class:

Under supervision of the City Forester, Forestry Foreman and full-time forestry personnel. Responsible for assisting forestry workers with arboricultural tasks.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in trees and their role in the urban environment.

Examples of Duties:

Assist with tree pruning and removal.

Assist with the planting and maintaining of trees and shrubs on public property.

Assist with landscaping projects on public property.

Assist with preventive maintenance of City forestry equipment.

Salary: \$10.00 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$11.50.

Position: Mosquito Control Worker (Summer)

Under the supervision of the mosquito control supervisor. Responsible for performing mosquito control practices as assisted.

Desired Minimum Qualifications:

Possess a valid driver's license. Be willing to perform assigned tasks with accuracy and expediency. Must obtain a South Dakota Pesticide Applicators License. Must be 18 years of age.

Example of Duties:

- Make applications of mosquito larvae control materials.
- Operate insecticide application equipment.
- Sample possible mosquito larvae development habitat.
- Keep accurate application records.
- Perform preventative maintenance on mosquito abatement vehicle and machinery.

Salary: \$11.50 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$12.50.

Position: Mosquito Control Field Assistant

General information:

Overtime is paid for this position

No holiday pay or PTO.

Paychecks are issued every two weeks.

Weekend work may be required

There is a 25¢ per hour increase in the base salary for each consecutive year of experience with the division with a ceiling of 5 years of experience.

Hours are based on a 40-hour workweek, 7:00 a.m. to 3:30 p.m., Thursday through Wednesday, some weekend and evening work is required.

Workers will be required to obtain licensing from Department of Agriculture in Public Health and Turf and Ornamental Categories. (All testing will be paid by city.)

Mosquito Control is located at 1012 South Lloyd Street

Base salaries for the position are as follows: \$11.50

DEFINITION

To assist with mosquito control and laboratory studies of mosquitoes, mosquito-borne diseases, pesticides, or other projects. Work involves applying pesticides to mosquito habitat, trapping, identifying, and counting mosquitoes; preparing and testing mosquitoes for diseases; equipment maintenance and the ability to perform a variety of technical tasks relative to assigned area of responsibility.

(Mosquito Control Field Assistant continued)

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Mosquito Control Coordinator

DUTIES:

1. Operate mosquito control equipment and perform field inspections and pesticide applications for the detection, control, and prevention of mosquitoes.
2. Inspect public and private properties for mosquito breeding habitat. Apply insecticide treatment as necessary.
3. Record data from each site that is inspected and treated. Evaluate treatment areas to determine efficacy of treatment.
4. Collect, count, and identify adult mosquitoes to genera; collect adult mosquitoes to be tested for West Nile virus and/or other mosquito-borne diseases; participate in the collection and rearing of mosquito larva for quality control verification of larvicide products used.
5. Participate in quality control testing for pesticides used in the mosquito control program.
6. Perform laboratory testing, which involves the basic procedures used for RAMP testing to identify the presence of West Nile virus.
7. Participate in West Nile virus surveillance programs.
8. Service and perform preventative maintenance on mosquito control surveillance equipment; inspect equipment for potential mechanical problems and perform repairs when necessary; maintain records of all maintenance work completed.
9. Perform vehicle inspection prior to operating any vehicle assigned to the City of Aberdeen.
10. Prepare necessary reports; maintain records and reports for chemical applications.
11. Answer general questions from the public regarding mosquito control issues; investigate customer complaints.
12. Serve as team leader and trainer for new and less experienced employees.
13. Perform other duties and responsibilities as required.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: General interest in Natural Sciences and Biology; basic computer skills;

Skills: Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties;

Abilities: Principles and procedures of accurate record keeping; interpret pertinent Federal, State, and local laws, codes and regulations; prepare clear and concise reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and comply with department policies and procedures; use and operate hand tools, power tools.

Position: Golf Course Maintenance Worker

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in golf and the care of golf course equipment. Must be 18 years of age. Some weekend work may be required.

Example of Duties:

Mowing and trimming. Assisting workers in the repair and maintenance of facilities. Assist in the general upkeep of areas.

Salary: \$10.00 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$11.00.

Position: Golf Course Crew Leader

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in golf and the care of golf course equipment. Must be 18 years of age. Some weekend work may be required.

Example of Duties:

Mowing and trimming. Assisting workers in the repair and maintenance of facilities. Assist in the general upkeep of areas.

Salary: \$11.00 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$12.00.

Position: Golf Course Technician

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in golf and the care of golf course equipment. Must be 18 years of age. Some weekend work may be required.

Example of Duties:

Mowing and trimming. Assisting workers in the repair and maintenance of facilities. Assist in the general upkeep of areas.

Salary: \$11.50 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$12.50.

Position: Cemetery Maintenance Worker

Definition of Class:

Under supervision of the Cemetery Manager and full-time cemetery worker. Responsible for assisting cemetery workers in the maintenance of Riverside Memorial Cemetery.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in the outdoors and the care of park-type equipment. Must be 18 years of age. Some weekend work may be required.

Example of Duties:

Mowing and trimming of cemetery areas.

Assisting cemetery workers in special projects.

Assisting in the general upkeep of cemetery areas.

Salary: \$10.00 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$11.00.

Position: Tennis Program Coordinator

Examples of Duties:

Under the supervision of the Superintendent of Recreation. Responsible for overall direction and supervision of the summer youth and adult tennis program sponsored by the Aberdeen Parks, Recreation and Forestry Department (lessons and city tournaments).

Objective:

To provide a comprehensive tennis program ranging from youth and adult lessons to competitive and recreational leagues and tournaments, and to establish continuity in the methods of program development.

Responsibilities:

Assists the Recreation Superintendent in the hiring of temporary employees for the purpose of instructing tennis fundamentals during the summer program; develops an instructor's training manual to be followed by staff members in teaching various levels of skills; conducts weekly staff meetings to evaluate the progress of classes and individual students. Reviews prior week's instruction and plans for any procedural changes in next week's program; completes time cards of instructors and submits to Recreation Superintendent prior to pay period; keeps an accurate record of participation at all levels of programming. Completes total participation and submits a report to Recreation Superintendent at the end of the year with final report on program; checks courts and weather conditions each day to decide if practices and matches should be rescheduled; notifies public as well as tennis instructors and Aberdeen Parks, Recreation and Forestry Office of any cancellations or changes to the program--news release, radio, ads, etc.; coordinates and supervises all instructors of the city summer tennis program; coordinates all schedules for various levels of instruction; organizes and conducts the city tennis tournament designed for those receiving tennis instruction by the Department; as well as the Hub City Open Adult Tournament and the CC Lee Youth Tournament; organizes and leads two tennis carnivals; coordinates with instructors, the recording of participant progress through the tennis program; provides tennis instruction to the advanced level of players, both youth and adult, if necessary; evaluates total tennis program and instructors at the conclusion of the season and submits to the Recreation Superintendent a final report no later than two weeks after completion of season; and performs any related duties as assigned by the Recreation Superintendent.

Salary:

\$270.00/week for ten weeks. Increase of \$20.00/week/year for each continuous year with the Department to a maximum wage of \$450/week.

Position: Tennis Instructors

Under the supervision and direction of the Summer Tennis Coordinator, the Tennis Instructor will conduct classes of instruction in tennis and/or conduct the Youth Tennis League.

Examples of Duties:

Must prepare for lessons as required by the tennis coordinator. Must supervise and instruct registered participants in the fundamentals of tennis. Must encourage and promote tennis and the tennis program. Will supervise youth league play. Must maintain attendance records, prepare accident reports and administer first aid if and when necessary. Must attend pre-season training program and staff meetings scheduled throughout the summer. Assists with organizing and supervising of city tennis tournaments under the direction of the coordinator.

(Tennis Instructor continued)

Knowledge, Abilities and Skills:

Must have a thorough knowledge of tennis. Must be able to demonstrate and teach various tennis strokes. Must be able to supervise effectively and maintain order at all times. Must be able to relate to and work with children as well as adults. Must be able to communicate well and must be personable at all times.

Must be sincerely interested in tennis and the community's youth recreation program. Must be willing to help promote tennis in Aberdeen. Instructor should actively participate in leagues, tournaments and clinics.

Position Characteristics:

Schedules may vary with participation numbers. Youth lessons are held on Mondays, Wednesdays, and Fridays in the mornings and afternoons. Youth league is held on Tuesdays and Thursdays in the morning and afternoon. Adult classes are held Mondays through Thursdays in both the morning and evening. Instructors may be required to work some weekends. Classes are broken into age and skill levels. Rate is:

Beginner/Advanced Beginner/Intermediate Lessons & League \$25/class/week*

Advanced Lessons & League - \$32/class/week*

Adult Lessons - \$25.00/class/week*

Pee Wee Lessons - \$18.00/class/week*

Parent/Child Lessons \$18.00/class/week*

*Increase \$1.00/class/week each continuous year with the department to a maximum of \$4.00/class.

Position: Youth Tee-ball, Baseball and Softball Coordinators

Under the supervision of the Superintendent of Recreation, the Youth Tee-ball, Baseball and Softball Coordinators are responsible for the overall direction and supervision of those summer youth programs.

Example of Duties:

Assists in the hiring of all coaches and umpires for the program; makes all assignments of coaches to teams and areas they will be working; arranges the total schedule of all practices and games during the regular season and all playoff games for the conclusion of the program; arranges and assigns an umpiring schedule for those hired to umpire; arranges and assigns locations for all games scheduled; ensures that assigned diamonds are properly prepared and marked prior to all games; inventories all uniforms and equipment prior to each season and at the conclusion of each season; supervises all coaches and umpires employed by the department for the program; records accurate data on program participation, attendance of youngsters engaged in the program and submits to the Superintendent of Recreation; evaluates all personnel in the program at the conclusion of the program; assists in preparing budgetary and program recommendations of the program and submits to the Superintendent of Recreation; organizes and conducts all staff training programs for all coaches and umpires; conducts fundraiser programs; completes time cards of coaches and submits prior to pay period; checks field and weather conditions each day to decide if practices and games should be rescheduled; and performs other related work as assigned.

(Youth Tee-Ball, Baseball & Softball Coordinators continued)

Salary:

Tee-ball Coordinator: \$250.00/week for eight weeks
Assistant Tee-ball Coordinator: \$200.00/week
Baseball Coordinator: \$270.00/week for eleven weeks
Assistant Baseball Coordinator: \$230.00/week for eleven weeks
Softball Coordinator: \$250.00/week for ten weeks
Assistant Softball Coordinator: \$200.00/week

Increase of \$20.00/week/year for each continuous year with the Department.

Position: Coach -- Baseball, Softball and Tee-ball

Under the direction and supervision of the Superintendent of Recreation or a program coordinator assigned by the Superintendent of Recreation, the Youth Baseball, Softball or Tee-ball Coach would organize and direct players during games and practices.

Examples of Duties:

Understands and explains rules to players; demonstrates and teaches the fundamental methods of play; demonstrates and teaches the fundamentals of good sportsmanship; contacts and communicates with players and parents concerning problems, game or practice changes and other areas of communication as assigned by the program coordinator; organizes and supervises all players during games and practices; properly maintains all equipment and returns it to the equipment manager at the end of the year; conducts and supervises the coupon sales of assigned teams; attends all staff meetings; participates in the preseason orientation and clinic; completes coaches certification through the National Youth Sports Coaches Association program; and exhibits and encourages enthusiasm and drive to the team members; and performs other related work as assigned.

Knowledge, Abilities and Skills:

Must have a thorough knowledge of their sport and must be able to demonstrate and teach various aspects of play. Must be able to supervise effectively and maintain order at all times. Must be able to relate to and work with children. Must be able to communicate well and must be personable at all times. Must be able to keep adequate records.

Must be sincerely interested in their sport and the community's youth recreation program. Must be willing to help promote baseball, softball or tee-ball in the community.

Baseball Coaching Position Characteristics:

Games and practices are held during the day, Monday through Friday. Hours depend on the number of teams assigned. Coaches may be assigned as many as four teams. Coaches spend 1 to 1-1/2 hours a day with each team.

Rate of pay: B Major League Coaches = \$56.00/team/week

All other coaches = \$50.00/team/week.

Increases \$2.00/team/year of experience to a maximum increase of \$10.00/team.

Softball Coaching Position Characteristics:

Games and practices will be held in the afternoons. Program is held Monday through Thursday. Hours depend on number of teams assigned. Coaches may be assigned as many as three teams. Coaches spend 1 to 1-1/2 hours a day with each team.

Rate of pay: A League and High School Coaches = \$48.00/team/week

All other coaches = \$42.00/team/week.

Increase \$2.00/team/year of experience to a maximum increase of \$10.00/team.

(Coach – Baseball, Softball and Tee ball continued)

Tee-ball Coaching Position Characteristics:

Games and practices held in the mornings. Program held Monday through Thursday. Coach may be assigned two or three teams. Coaches spend 1 hour per day with a team. Coach must coordinate parents to transport children to games.

Rate of pay = \$42.00/team/week.

Increase \$2.00/team/year of experience to a maximum increase of \$10.00/team.

Baseball Coaches -- 3 teams, 5 days a week

Tee-ball Coaches -- 2-3 teams, 4 days a week

Softball Coaches -- 2-3 teams, 4 days a week

Position: Youth League Umpires -- Baseball and Softball

Under the direction and supervision of the Recreation Superintendent or a program coordinator assigned by the Recreation Superintendent, the youth league official would officiate and judge games as assigned.

Examples of Duties:

- Understand, interpret and explain rules to players and coaches.
- Conduct, administer and officiate assigned games.
- Control assigned games and maintain a competitive yet sportsmanlike atmosphere.
- Keep score, time and other records as need be.
- Must participate in preseason orientation and clinic.
- Must complete coaches certification through the National Youth Sports Coaches Association program.

Knowledge, Abilities and Skills:

Must have a thorough knowledge of rules of the game. Must have a basic understanding of officiating. Must be able to relate to and work with children. Must be able to communicate well and must be personable at all times. Must be able to "hustle" and assert themselves when necessary. Must be fair, honest and able to use good judgment.

Must be sincerely interested in assigned sport and the Department's youth recreation program.

Position Characteristics:

Games are usually scheduled on a rotating basis.

Rate of Pay: Baseball -- Umpires,	B League --	Home	\$24.00	Base	\$16.00
	C League --	Home	\$18.00	Base	\$13.00
	D League --	Home	\$18.00	Base	\$13.00
	B Tournament -	Home	\$24.00	Base	\$16.00
Softball -- Umpires,	B League --	Home	\$18.00	Base	\$13.00
	C League --	Home	\$18.00	Base	\$13.00
	High School /A League --	Home	\$21.00	Base	\$15.00

Umpires officiate 3 or 4 games a day, paid per game.

Position: Special Events Coordinator

Under the supervision of the Recreation Superintendent, responsible for overall direction and organization of all scheduled summer special events for youth and adults. In addition, assists the Recreation Superintendent as assigned with activities and related duties involved with the overall recreation department operation.

Qualifications:

Must be mature, organized, enthusiastic, punctual and responsible. Have a good working knowledge of positive public relations.

Example of Duties:

Write and type news releases for recreation activities and special events.

Organize and supervise special events such as Fun Runs, Pepsi Giveaway, local City Track Meet, Senior Games, Family Fun Weekend, Storybook Land Festival, 3-on-3 Basketball Tourney, etc.

Assist office staff with the overall promotion of all activities.

Work hours vary and include several evenings and weekends.

Salary: \$10.00 per hour + \$.25 per hour increase for each continuous year of service to a maximum wage of \$11.00 per hour.

RECREATION INTERNSHIP OPPORTUNITY DESCRIPTION

Season: Summer Semester

General Information

This internship is designed to be conducted through the summer semester. The student must register for the internship through his/her university and be approved by the student's professor. The internship will be 400 hours in length or as specified by the student's university requirements. The intern will work under the direct supervision of the Recreation Superintendent and will work with other supervisors within the Recreation Division as assigned. A \$9.00 per hour salary will be provided to the intern.

Primary Objective of the Internship

To provide the intern with a varied, hands-on recreation experience and meet the intern's educational needs as well as assist the Department in conducting its recreation program.

Internship Opportunities/Responsibilities

Attend staff orientations and assist with Youth Baseball, Softball, Tee-Ball and Tennis Programs.

Attend and help supervise selected cultural arts programs for youth and adults conducted at the Aberdeen Recreation and Cultural Center, which includes Storybook Land programming.

Assist with the preparation and implementation of the Family Fun Weekend and local Hershey Track Meet.

Assist Special Events Coordinator with all aspects of preparation and implementation of scheduled events such as Three-on-Three Basketball Tournament, Melgaard Fun Runs, Minnesota Twins Bus Trip, Storybook Land Festival, Aberdeen Area Senior Games, Tennis Carnival as well as other special events as planned.

(Recreation Internship continued)

Help with facility maintenance as needed for special events and other planned activities.

Help with administrative duties as needed such as program documentation, attendance records, brochure preparation, budget preparations, and other areas as assigned.

Attend and help supervise Senior Center activities and programs conducted at the Aberdeen Senior Center.

Attend Park and Recreation Board, Senior Center Board, and City Commission meetings as scheduled.

Attend Recreation Division staff meetings.

Salary

\$9.00 per hour

Application Process

A City of Aberdeen employment application must be completed and returned to the Parks, Recreation and Forestry Department office located at 225 Third Avenue Southeast by Friday, March 16. Interviews will be conducted, with final selection made as soon as possible.

For further information, contact Gene Morsching, Recreation Superintendent, at the Parks, Recreation and Forestry Department at 626-7015.

Position: YAPA Teen Center Supervisor

Salary: \$9.00 per hour

The YAPA Teen Center Supervisor is a part-time position that provides facility supervision to YAPA programs, including administrative duties and project assistance. The Site-Assistant reports to the Director and works in partnership with a youth board of directors and adult advisory board and under the general direction of the City of Aberdeen Parks, Recreation and Forestry Department.

Responsibilities/Job Functions

- Accept supervision from the Youth Center Director.
- Oversee and manage day-to-day facility use. Ensure youth center is ready for business prior to opening, is prepared for programs and meetings and ensures the center is properly cleaned at close, depending on shift.
- Maintain order and resolve disputes with youth center participants.
- Be responsible for developing a working relationship with, and provide the youth center participants with a positive and motivational role model during activities. This includes influencing others to maintain socially appropriate behaviors.
- Be on site as a program leader as needed during special events and programs that involve the youth center.
- Respond positively to inquiries or complaints and keep director informed of any concerns or issues related to staff, participants, partners and other individuals.
- Work in conjunction with youth board to arrange for scheduled programs by performing such tasks as schedule meetings, set-up for events, reserve audio equipment and order refreshments, etc.
- Maintain databases by performing such tasks as organizing information, updating information, and producing reports.
- Attend and participate in all staff meetings as required.
- Work in accordance with YAPA policies and procedures.
- Perform other duties as apparent or assigned.

(YAPA Teen Center Supervisor continued)

Qualifications and Characteristics

- 18 years of age or older.
- Genuine desire to work with culturally diverse group of young adults between 12 and 20 years of age.
- Valid South Dakota Driver's License, plus good driving record to drive city vehicles.
- High School graduate or GED.
- One to two years' experience in working in recreation, music or youth leadership programs preferred.
- Background in working with culturally diverse programs.
- Ability to relate to people of different ages, ability to develop and maintain positive rapport with different age groups.
- Demonstrated leadership ability.
- Maturity and high level of energy.
- Ability to work weekend, evening and after school hours.
- Basic knowledge of Windows, applications and experience with the Internet required.

Position: Aberdeen Aquatic Center Manager

Manager at the Aberdeen Aquatic Center. Under the direction and supervision of the Aquatics Supervisor.

Desirable Minimum Qualifications:

Desirable to have Lifeguard Training and a WSI rating, but not required. Be responsible and punctual; be able to supervise effectively and have a working knowledge of positive public relations. Should also be familiar with overall aquatic center operations including administration and mechanics. Must have a high level of responsibility.

Example of Duties:

Maintains order and prevents accidents; trains and supervises Aquatic Center staff (emergency and routine); Supervise the work of all cashiers and lifeguards; and enforce rules and regulations concerning the pool, bathhouse and surrounding area. Opens and closes the aquatic center; schedules and keeps adequate records as required.

Rate of Pay: \$13.50 per hour with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$14.50 per hour.

Hours: 45-55 hours per week, Monday through Sunday.

Position: Senior Guard

Senior Guard at the Aberdeen Aquatic Center. Under the direction and supervision of the Aquatics Supervisor and Aquatic Center Manager.

Desirable Minimum Qualifications:

Must have Lifeguard Training and a WSI rating; be responsible and punctual; be able to supervise effectively and have a working knowledge of positive public relations. Should also be familiar with overall pool operations including administration and mechanics. Have a high level of responsibility.

Example of Duties:

Maintains order and prevents accidents; assists in training and supervising lifeguards (emergency and routine); opens and closes the pool; assists in scheduling and keeps adequate records as required; coordinates swim lesson programs; maintains pool area in a clean and respectable manner; teaches swimming lessons; and performs other related work as assigned.

Rate of Pay: \$11.25 per hour plus up to an available \$.25 per hour bonus with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$12.25 per hour.

Hours: 45-50 hours per week, Monday through Sunday.

Positions: Lifeguard

Lifeguard at the Aberdeen Aquatic Center. Under the direction of the Aquatics Supervisor, Aquatic Center Manager and Senior Guard.

Example of Duties:

Maintains order and prevents accidents; maintains pool area in a clean and respectable manner; and teaches swimming lessons.

Desirable Minimum Qualifications:

Must have a Red Cross approved lifeguard training certification, WSI preferred. Be able to enforce rules and regulations and have good, sound judgment. Have a high level of responsibility.

Rate of Pay: \$9.75 per hour -- non-WSI Certification plus up to an available \$.25 per hour bonus with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$10.75 per hour.
\$10.25 per hour -- with WSI Certification plus up to an available \$.25 per hour for every year of service within the Division with a maximum wage of \$11.25 per hour.

Hours: 40-50 hours per week, Monday through Sunday.

Position: Aberdeen Aquatic Center Cashiers

Cashier at the Aberdeen Aquatic Center. Under the direction of the Aquatics Supervisor and Aquatic Manager.

Example of Duties:

Admits patrons to aquatic center; sells season passes, registers participants for swim lessons, counts daily receipts and records them according to designated category; answers telephone calls and deposits daily revenues.

Desirable Minimum Qualifications:

To be able to work well with people and have excellent communication skills. Have a high level of responsibility.

Rate of Pay: \$9.50 per hour plus up to an available \$.25 per hour bonus with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$10.50 per hour.

Hours: 40-50 hours per week, Monday through Sunday.

Position: Aquatic Center Concession Worker

Definition of Class:

Under the supervision of the Aquatics Supervisor. Responsible for assisting in the operation of the concession operations at the Aberdeen Aquatic Center.

Desired Minimum Qualifications:

Be able to follow oral and written orders. Count and handle money. Possess good public relation skills. Must be at least 16 years of age. Evening, weekend and holiday work required.

Example of Duties:

Meet and greet customers, prepare food and take orders, handle money and make correct change.

Salary: \$9.50 per hour, 10-40 hours per week, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$10.50.

Position: Aquatics Maintenance Worker

Under the supervision of the Aquatics/Recreation Supervisor and Aquatics Maintenance Supervisor.

Desired Minimum Qualifications:

Must be 18 years of age and possess a valid driver's license.

Be able to work well with co-workers and possess an interest in pools and the care of aquatic and park equipment.

Be able to follow oral and written orders.

Some weekend and evening work will be required.

Example of Duties:

Assist Aquatics Maintenance Supervisor in maintaining pool and facility equipment, vacuuming pools, facility upkeep, upkeep of landscape material including mowing, weeding and watering, general custodial duties including cleaning of locker rooms, restrooms and concession areas.

Salary: \$9.50 per hour, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$10.50 per hour.

Position: Summer Program Instructors

Positions available in music, dance, visual arts, theatre, early childhood and elementary education.

Definition of Class:

Under the supervision of Cultural Program Coordinator and ARCC Supervisor.

Desired Minimum Qualifications:

Must be able to work in team situations.

Must have knowledge and experience in appropriate area.

Experience in instruction of children highly desirable.

Have a working knowledge of positive public relations. Be able to use good judgment. Must be responsible and punctual.

Teaching certification (or work toward it) desirable.

Example of Duties:

To plan and implement a creative arts based program for children ages 4-12 years of age.

To arrange for necessary equipment and materials through the Cultural Program Coordinator.

Maintain the teaching location and the surrounding area in a clean respectable manner at all times.

Be familiar with proper procedures, proper completion of all forms and perform other duties as required.

The work week will be scheduled in the morning and afternoon, Monday through Friday, with some evening hours possible. The hours of employment shall normally be 20-36 hours per week. Length of employment will vary from 6 to 10 weeks during the summer based on activity schedule. Payment shall be in accord with adopted scales set up by the Aberdeen Park and Recreation Board.

Salary: \$10.00 per hour.

Position: Storybook Land Theatre Actors

Definition of Class:

Under supervision of the Storybook Land Theatre Director and ARCC Supervisor.

Desired Minimum Qualifications:

Must have knowledge and experience in theatre.

Experience in children's theatre and/or instruction of children is desirable.

Ability and experience in other areas of the performing, literary and visual arts, (i.e., music, dance, writing, painting, etc.) is helpful.

Have a working knowledge of positive public relations. Be able to use good judgment. Must be punctual and responsible.

Example of Duties:

To rehearse, memorize script and prepare for weekly performances.

To lead children in theatre and other related activities.

To assist in set and prop construction and in stage and rehearsal area set up and strike.

To maintain a clean and safe work area at all times.

Be familiar with proper procedures, complete all necessary forms and perform other duties as required.

Salary: \$9.50 per hour.

The hours of employment shall normally be 20-35 hours per week. Length of employment will be approximately 6 to 7 weeks during the summer. Payment shall be in accord with adopted scales set up by the Aberdeen Park and Recreation Board.

Position: ARCC Custodial Worker

Definition of Class:

Under the supervision of the ARCC Supervisor and ARCC Head Custodian.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and able to operate cleaning equipment. Must be 18 years of age.

Example of Duties:

Person will perform general custodial duties. Work with a variety of cleaning products.

Salary: \$10.00 per hour, 40 hours per week, mid May through August.

Position: Accounting/Office Assistant

Definition of Class:

Under the supervision of the Office Manager and Accounting Clerk; primarily responsible in assisting the Accounting Clerk with data entry, accounts receivable billings, filing and other duties as assigned. Assist in answering telephones; take registrations and payments and other duties as required.

Example of Duties:

Assist with data entry of sales revenue from various park locations, check for accuracy of the daily reports, assist with the accounts receivable billing process and filing. When needed, be available to greet the public, register them for activities and take payments through office registration software, answer routine questions and refer them to the appropriate personnel, answer the telephone and route calls. Compile information/data which may be of confidential nature; type letters, reports, forms and other information according to department policies and procedures. Provide back up for office staff; operate PC, typewriter copier and other office equipment. Work directly with the public and tactfully handle questions, concerns or complaints properly. Follow written and oral directives appropriately.

Knowledge, Skills and Abilities:

Knowledge of acceptable accounting/clerical/secretarial procedures. Skill to operate general office equipment; knowledge to operate personal computer, Microsoft Word and a strong knowledge of Microsoft Excel Software. Ability to work independently, deal tactfully and effectively with co-workers and the general public.

Salary: \$10.00 per hour.

Hours: May 15 – August 29 = 40 hours per week

Position: Golf Shop Attendant

Definition of Class:

Under the supervision of, and employed by, Golf Professional, Dennis Gavin (Note: this position is not a city employee).

Desired Minimum Qualifications:

Able to work varied hours (course open dawn to dark), especially Spring and Fall. Be available to work well with others. Enjoy working around people with many varied backgrounds. Golf knowledge helpful, but not required. Must be at least 21 years of age. Must be able to lift 25 lbs.

Examples of Duties:

Collecting fees from general public. Using loudspeaker to announce tee times. Selling of golf related equipment and clothing.

Salary: \$9.50 per hour depending on background experience.

For more information on the Golf Shop Attendant position, call 626-7092.